

From: Mayor Charles Poss, Signal Mountain, TN

To: Prospective Grant Writers & Project Administrators

Date: March 24, 2023

Below please find a copy of the solicitation for professional services being requested by Town of Signal Mountain, TN. Signal Mountain is interested in seeking project development, project planning, grant writing, and grant administrative services for the Tennessee Department of Environment and Conservation Division of Water Resources-American Rescue Plan Collaborative Grants-State Water Infrastructure Grants Program.

Thank you for your time and interest. If you have any questions, please feel free to contact the County Mayor's Office at 423-886-2177.

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**INVITATION TO SUBMIT STATEMENTS OF QUALIFICATIONS**

Signal Mountain, TN is seeking statements of qualifications from entities who are able to assist the town in the project development, grant writing, grant administration, and programmatic compliance duties related to the town's Tennessee Department of Environment and Conservation Division of Water Resources-American Rescue Plan Collaborative Grants-State Water Infrastructure Grants Program.

The Statement of Qualifications should include the following:

- 1) Representative listing of recent projects and clients in subject field.
- 2) Listing of all funded projects including grants written and administered in the past five years with status noted.
- 3) Availability of staff to immediately begin project planning efforts.
- 4) Resumes of key personnel expected to be involved in the project.

Interested firms should submit statements to: **The Honorable Charles Poss, Signal Mountain Mayor and Matthew Justice Signal Mountain Water Utility Director, 1111 Ridgeway Avenue, TN 37377 by Friday April 14<sup>th</sup>, 2023 at 4:00 PM Eastern Standard Time.**